

OFFICE OF PUBLIC CARRIER
DELAWARE TRANSIT CORPORATION
119 LOWER BEECH STREET
WILMINGTON, DELAWARE 19805-4440
1-800-652-3278, PROMPT 7 FAX (302) 577-1042

Completion Instructions

**Application to Amend
Certificate of Public Convenience and Necessity**

The Office of Public Carrier is ready to assist in the completion of this Application. The Office of Public Carrier can be reached at 1-800-652-3278, Prompt 7, Monday –Friday 8:30 am to 4:00 pm.

A Certified Public Carrier is required to keep all records and registered information current. This includes the Public Carriers address, telephone number, E-Mail address and ownership information.

Amending a Certificate of Public Convenience and Necessity should be done in a timely manner. This Application should be filed whenever a change in a Public Carrier's information occurs. The Application must be completed in its entirety and all attachments thereto be clearly identified as requested by the Application. The Application must be carefully filled out by computer, typewriter, or neat handwriting using black or blue ink. All portions must be answered in its entirety. Use the word "none" or "N/A" when sections of this Application do not apply. The Application does not have to be notarized. If you are required to include documentation and the space provided in the Application is insufficient, use 8 1/2 X 11 inch plain paper and write in the portion on the Application "See Attachment (A, B, C, etc.)".

Every Application must be accompanied by the required attachments and the Application filing fee indicated at the top of each Application. Checks must be made payable to the Delaware Department of Transportation (DelDOT). Filing fees are non-refundable once the Application has been accepted by this office. The Application may be mailed to or dropped off at:

The Office of Public Carrier
119 Lower Beech Street,
Wilmington, DE 19805-4440.
M-F 8:30 am to 4:00 pm

If the Application is not complete, it will not be accepted by the Office of Public Carrier. The Application will be returned to you for correction and may delay the approval of your Application.

Application Instructions

Section 1: Applicant Information:

Applicant must identify the amendment(s) sought to its existing Certification of Public Convenience and Necessity. The legal name of the company must match the records of a company currently registered as a Certified Public Carrier.

Section 2: Amendment Information:

Please identify the information that is being changed. Provide the information currently on file with the Office of Public Carrier and the information that is replacing same.

Section 3: Ownership Changes:

If Applicant is removing and/or adding owners, directors, officers, partners and/or stockholders the identity of each individual must be clearly printed on the Application. All added and removed owners, directors, officers, partners and/or stockholders identified in this Application shall sign this Application signifying their agreement with the change.

Section 4: Background Check

If Applicant is adding owners, directors, officers, partners and/or stockholders the Applicant must provide a background check showing that the “new” owners, directors, officers, partners and/or stockholders do not possess a disqualifying act on their records. This requires completing and submitting a Federal Bureau of Investigations and State Bureau of Investigations criminal history background check. Copies of the background checks should be labeled as Attachment A.

Section 5: Operation Impacts

Applicant must describe any and all impacts the changes identified in this Application may have on Applicant’s Operation.

Section 6: Financial Ability

Applicant must proof a continued financial ability to protect the public by providing a copy of automobile insurance coverage from an insurance company authorized to do business in the State of Delaware in the minimum amounts of coverage required by statute, or providing a statutorily compliant bond. Label as Attachment B.

Section 7: Applicant’s Signature

Please carefully review all information provided in the Application before signing the Application. Applicant’s signature certifies that to the best of the Applicant’s knowledge and belief the information provided in the Application is true and accurate. Any misleading, omitted or false information can result in a denial of the Application and/or a suspension or revocation of the Applicant’s existing Certificate of Public Convenience and Necessity. The Applicant should keep a copy of the completed Application and attachments for their files.